

**RE: Entering CDL Medical Certificates without a License Renewal**  
**Effective date: July 1, 2015**

**To:** All MVD  
**From:** Kimberly Hamerdinger, Training Director – MVD Learn

*[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]*

**The customer always has the option to bring their CDL Medical Certificate into a field office. A CDL Medical Certificate for a CDL driver can be entered without a license renewal.**

Just a reminder that field offices can enter a CDL Medical Certificate for a CDL driver without a license renewal.

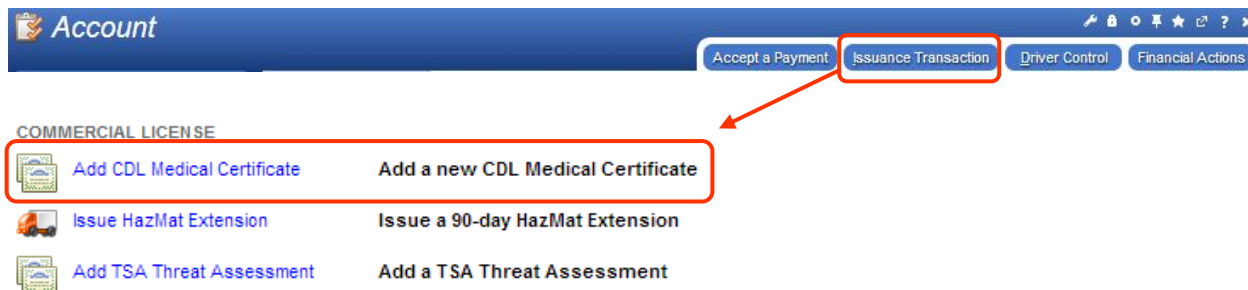
The customer notification letter sent sixty days prior to the expiration of the customer's CDL Medical Certificate requests that the customer fax, scan and email, or mail a copy of the certificate to the CDL Unit. However, the customer always has the option to bring their CDL Medical Certificate into a field office.

### What You Need to Do

Accept CDL Medical Certificates for CDL drivers without a license renewal in all field offices.

### How to Verify and Enter Medical Certificates

CDL Medical Certificates are entered from the Account springboard in Tapestry. Select the **Issuance Transaction** action button, then the **Add CDL Medical Certificate** hyperlink.



Please enter all information available on the certificate in the fields as shown below. Don't forget to scan the medical certificate to attach it to the medical certificate entry. Be sure to keep a copy of the certificate with your daily paperwork.

Once the information has been recorded and saved, the medical certificate can be found on the account springboard under the **Licensing** tab and the **Medical** sub-tab.

LICENSINGMVRCONTROLFINANCIALCRMTASKIDENTITYAAMVAOTHER

LICENSESKNOWLEDGE EXAM SESSIONSSKILL EXAMSEXAMSMEDICALTSA THREAT ASSESSMENTSWHERE'S MY LICENSE

ACTIVITIES: MEDICALShow HistoryFilter

Activity Id	Category	Type	Commence	Expiration
1093080064	Medical Activities	CDL Medical Certification	15-Mar-2015	15-Mar-2017

MEDICAL EXAMINERS CERTIFICATE

Recommended restrictions:  
Wearing a hearing aid☐Accompanied by a waiver☐  
Wearing corrective lenses☒Accompanied by an exemption☐  
Qualified by operation of 49 CFR 391.64☐Accompanied by a Skill Performance Evaluation Certificate (SPE)☐  
Driving within an exempt intracity zone☐

MEDICAL EXAMINER INFORMATION

First NameMiddle NameLast NameSuffix

MARCUSWELBYTransliterate

Phone Type, NumberBusiness Phone

(505)566-4111Extension

License/Certificate NumberNational Registry Number

5191 NMT2589631444

Examination DateExpiration DateJurisdiction

15-Mar-201515-Mar-2017NM - New Mexico

Medical Examiner Specialty:  
MD☒DO☐Chiropractor☐Physician Assistant☐Adv. Practice Nurse☐Other Practitioner☐

MEDICAL EXAMINER ADDRESS

CountryVerified

USAAttention

Single Line

5617 MENAUL BLVD NE ALBUQUERQUE NM 87110-3243

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to [kimberly.hamerdinger@state.nm.us](mailto:kimberly.hamerdinger@state.nm.us).

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